

SITE VISIT VOLUNTEER-TEAM MEMBER EXPECTATIONS

- If you choose to participate as a Site Visit Team Member, we ask that you honor the following expectations:
- Team members must participate in the entire visit (not partial visits or partial days).
- LEA work team members can include superintendents, principals, curriculum directors, teachers, etc.
- A team member can participate in visits outside of their AEA.
- If a DE or AEA member cannot attend for some reason it is the expectation that the team member contact the team leader as soon as possible to identify potential replacements.
- If you have submitted a sign up form and need to make any changes, do not fill out and submit another electronic form. Please contact Elizabeth Calhoun at 515-281-8170 or Elizabeth.Calhoun@iowa.gov (email preferred).
- Please note that team members or their employers are responsible for their expenses (e.g. lodging, meals, and mileage) during the site visit.
- After you submit your electronic form, you will receive an email confirming that we have received your sign-up form. This is not a confirmation for your site visit assignments. Once teams for each visit have been determined, the Department will confirm your team membership sometime at the beginning of the next school year. The Department will make efforts to accommodate every request, however, signing up for a visit does not automatically guarantee team membership.
- THANK YOU! The Department of Education could not complete these visits each year without the assistance of generous volunteers.
- Please contact Elizabeth Calhoun at 515-281-8170 or Elizabeth.Calhoun@iowa.gov with any questions.

LINK TO SITE VISIT VOLUNTEER FORM:

www.edinfo.state.ia.us/web/sitevisit.asp